Iowa Quality Preschool Program Standards (IQPPS)

District Responsibilities for IQPPS Verification Visit 2010-2011

PRIOR TO THE VISIT

The district administrator:

- Provides information to the DE Consultant for all sessions of Statewide Voluntary Preschool Program classrooms, Early Childhood Special Education classrooms and early childhood sites serving children on an IEP.
- Secures the Team Room location. The location must be private and secure to allow for team conversation and safety of confidential materials.
 - o Team will need access to room by 7:45 on each day.
- Ensures that all necessary items are in the Team Room by the morning of Day 1including:
 - o All classroom portfolios;
 - o Program portfolio;
 - o District staff files and community partner staff files, if applicable;
 - o Child files (May be reviewed at the preschool site at the discretion of the DE Consultant); and
 - o Teacher names for programs not following the IQPPS to assure appropriate teacher licensure.
- Arranges for:
 - o Department of Education staff to review staff files.
 - o Family Interview for 1 hour (include parents from all sites and with children on IEPs).
 - If there are more than 15 parents, 2 sessions may run concurrently.
 - The remaining schedule can be built around this interview.
 - o Facilities tour for each site following the classroom observation.
 - Classroom observer to meet with teacher after classroom observation to clarify any criteria (ensure appropriate ratios are maintained during meeting).
 - o Teacher Interview for 1 hour (Optional at the discretion of the DE Consultant)

DURING THE VISIT

The district administrator:

- Is available to the DE Consultant to answer questions or provide additional information/evidence throughout the Verification Visit.
- Provides an Overview Presentation to the Verification Team at 8:30 am on the morning of Day 1.
 - o Includes administration from community partners, if applicable.
 - o Suggestions for Overview Presentation include:
 - Brief history of program;
 - Collaboration and community partnerships; and/or
 - Highlights of current and future programming.
- Arranges and participates in the Summary Meeting at the end of the last day for district administration.
 - o Includes administration from community partners, if applicable.
- The DE Consultant will include the following in the Summary Meeting:
 - o Brief summary of visit; and
 - o Final report and verification determination will be sent at a later date.

Note: IQPPS Verification status will not be finalized during visit.